



UNITED STATES MARINE CORPS

MARINE AVIATION WEAPONS AND TACTICS SQUADRON ONE

BOX 99200

YUMA ARIZONA 85369-9200

IN REPLY REFER TO:

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CO

22 May 14

From: Commanding Officer, Marine Aviation Weapons and Tactics Squadron One
To: All Personnel

Subj: COMMANDING OFFICER'S POLICIES AND PROCEDURES GOVERNING MARINE AVIATION
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Ref: (a) SqdnO 1050.1G (Leave and Liberty)
(b) SqdnBul 1650 (WTI Liberty Policy)
(c) SqdnO 1601.1H (Duty Procedures)
(d) SqdnO 3710.1G (Flight Ops SOP)
(e) SqdnO 3121.1M (Ground Ops SOP)
(f) SqdnO 1500.2 (Instructor Training Policy and Guidelines)
(g) Policy Letter (WTI Course Evaluation Policy)
(h) Document (WTI Course Catalog)
(i) Document (Academic Standards/Support Instructor Guide)

1. Purpose. To promulgate policies concerning the standard operating procedures which govern the planning, preparation, and conduct of operations for Marine Aviation Weapons and Tactics Squadron One (MAWTS-1).

2. Action. This policy memorandum is not all inclusive. MAWTS-1 personnel shall comply with the instructions contained in this policy letter, references (a) through (i), and all other Commanding Officer policy letters.

3. Situation. The Weapons and Tactics Instructor (WTI) course is held semi-annually and provides advanced tactical training for Marine Aviation and the Marine Air Ground Task Force. The course is seven weeks long and involves high-tempo flight and ground operations that approximate combat operations. This policy establishes rules and provides guidance for preparation and conduct leading up to and during WTI.

4. Priorities

a. The following priorities are given, in order of importance, to assist Department Heads and Instructors in resourcing and executing their daily operations:

- (1) Preparation for and execution of the WTI Course
- (2) Fleet Support/Unit Training/Predeployment Training Initiatives
- (3) Commanders Course/Re-black Course
- (4) ANTPP Conferences, T&R Conferences
- (5) USMC OAGs, Tactics Conferences
- (6) Equipment demonstrations

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b. The mission of the Aviation Development, Tactics and Evaluation (ADT&E) Department makes them unique with respect to the above listed priorities. ADT&E was created so that important aviation development projects could be addressed without severely impacting the WTI course or Fleet Support. The ADT&E Department Head and the instructors within ADT&E may have project requirements that take precedence over the WTI course, WTI course prep, and freeze weeks. ADT&E will adhere to WTI Course Scheduling, however, instructors in ADT&E may go TAD during the freeze weeks and the WTI course when the Commanding Officer (CO) directs it. Although the daily operations of ADT&E are not generally primarily focused on Fleet Support, the instructors assigned to the ADT&E department are MAWTS-1 instructors and will be integrated into the WTI course (academics and flight phase) and Fleet Support to the maximum extent practical, as decided by the Operations Officer (OpsO) and the ADT&E Department Head.

5. Standardization. The quality of the MAWTS-1 instructor is the hallmark of our organization and we must redouble our efforts to ensure that every instructor adheres to the highest standards for content and presentation before standing in front of an audience. I encourage instructors to travel to industry and government centers of excellence to establish relationships, conduct research and ensure that our students receive only the most current information. During the flight phase of training, I expect all instructors to be outstanding teachers and provide students with an example that they will want to emulate. We will also focus on demonstrating the proper way to plan and execute complex missions before asking our students to do so. In addition to maintaining high standards with our instructors, we must also provide academic support to the fleet that is of the highest quality. Our Academic Support Packages (ASP), website, and Tactical Standard Operating Procedures (TACSOPs) must be up-to-date and easily accessible.

6. Leave. Every member of MAWTS-1 shall be afforded opportunities to take leave, per reference (a). Department Heads will ensure their personnel do not lose leave. The following guidelines and restrictions apply:

a. Department Heads and Instructors. Except for emergencies, leave will not be granted during the WTI course, Commanders Course, Re-Black Course, and Freeze or Hotwash weeks. Special situations will be considered on a case-by-case basis with approval from the CO.

b. All other personnel:

(1) Except for emergency leave, no leave will be granted during the Freeze weeks or during the WTI course until the conclusion of the Hotwash. Special situations will be considered on a case-by-case basis with approval from the CO.

(2) During the Commanders Course and Unit/Predeployment Training Initiatives, Department Heads shall utilize discretion in granting leave to ensure an adequate number of non-involved personnel are available to assist in the conduct of those courses and class preparation.

7. Liberty. The following highlights pertain to the execution of liberty according to references (a), (b), and (e):

a. Mexico. Mexico is off limits for all MAWTS-1 and support personnel.

b. Out-Of-Bounds. During the WTI course, all personnel will be afforded a liberty limit of 30 miles in any direction away from Marine Corps Air Station Yuma. Any travel beyond 30 miles requires an out of bounds chit to be routed through the appropriate department head and forwarded to the Sergeant Major, Executive Officer and Commanding Officer for approval.

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c. Studies reveal Marines are in a higher accident risk category while driving during late evening and early morning hours. At no time shall personnel be granted liberty that creates a dangerous driving situation. For example:

(1) Driving late or early morning hours in an attempt to make a normal workday at 0730. Plan on being in town by 2300 the night prior to make a normal work day.

(2) Getting off work late (i.e., past 2000) and starting a trip into the evening and early morning. Plan on commencing liberty at 0600 the next day if you get off late (i.e., past 2000).

8. WTI Class Work Schedule

a. Once the crew day or work day has ended, absolutely no MAWTS-1 instructors or staff will go to the BOQ or any other space to continue work in any capacity. Students shall be warned that violating the crew/work day regulations will be dealt with severely. If a violation is confirmed, the student will receive an UNSAT grade and the CO will determine if the student should be terminated from the WTI course.

b. The maximum standard work schedule for the WTI Class is 12 hours (13 hours for MAWTS-1 permanent personnel) per day, six days per week.

c. All personnel, including augments, will be afforded one day off per seven-day work week. Personnel standing SOF duty on a day off will have the day prior or the day after off.

d. During WTI, a day off is intended to be just that - a day off. Department Heads and/or instructors will not come to work on the day off, unless approved by the Executive Officer (XO). If an instructor gets approval to work on a day off, then that instructor will take the preceding or following day off; no exceptions.

e. Students will not be allowed in the building on scheduled days off.

9. Marine Air Ground Task Force (MAGTF) Training Program. MAWTS-1 staff is responsible for assisting in the design, plan, and execution of the TALON Exercise (TALONEX) and participate as observers/trainers for Large Scale Exercises (LSE).

10. Off-Duty Education. Department Heads will review and make the final determination for availability of their personnel, however, off-duty education must not impact the class or any Freezes in any way.

11. Visitors/Public Affairs

a. No VIPs (O-6 or above) will be invited to visit during a WTI course without prior coordination with the Adjutant and/or Protocol Specialist. If the staff becomes aware of an unofficial visit by a VIP during the course, the CO and the Adjutant or Protocol Specialist must be notified immediately.

b. The CO shall be notified of any O-5 commander that plans to visit or attend a command sponsored event during the course.

c. Only the CO or XO are authorized to arrange a media event involving MAWTS-1, with the exception for the AST-3 Evolution Coordinator.

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12. Building Security. All MAWTS-1 personnel will properly maintain, wear, and clearly display their MAWTS-1 security badge at all times while entering, leaving, or within MAWTS-1 spaces.

13. Instructor Recruiting

a. Division and Department Heads should look for inbound instructors at least one year from the date they are needed in the command.

b. Division and Department Heads are authorized to search for and screen potential instructors. They do not have the authority to tell someone that they are coming to MAWTS-1 as an instructor. Only the CO can approve the names of future MAWTS-1 instructors.

c. Incoming MAWTS-1 instructors cannot have been involved in an aircraft mishap where the action of the aircrew was determined to be a causal factor (this includes actions/investigation pending but not complete) or the subject of any Field Flight Performance Boards (FFPB). If a potential instructor has been exonerated by a FFPB, the issue will be addressed to the CO for a decision before any discussions with the monitor or individual.

d. Incoming MAWTS-1 Officer instructors must have a minimum of two years remaining on their military obligation and be a regular officer. If a prospective instructor rates a retention bonus, but has elected not to receive the bonus, this shall be specifically briefed to the CO. Incoming enlisted instructors must not have failed selection for promotion. No candidates shall be recommended for duty at MAWTS-1 if they do not meet their respective height, weight, body fat, or PFT standards. Department heads or the XO will verify with the squadron/unit.

e. No guarantees will be given to potential instructors on where they will work within MAWTS-1. Instructors are assigned based upon the needs of MAWTS-1, their seniority, and their experience. The XO will make recommendations on staff assignments to the CO for approval.

f. The XO will supervise all coordination with the monitors for inbound personnel to MAWTS-1. Department Heads will comply with the timeline outlined in the MAWTS-1 recruitment policy. Once approved by the CO, the XO will coordinate with manpower to identify desired instructor recruits. This process will normally be completed in July for moves the following summer. Department Heads should plan for back-ups.

g. All rotations should be planned for execution during the summer. Off-season or winter moves are more difficult to arrange and do not normally allow a new instructor to get "fleeted-up" prior to the spring class. Exceptions include off-cycle inbound personnel replacing outbound instructors not departing until the following summer.

h. When making final arrangements for incoming instructors, it is imperative that their PCS move and leave is planned in advance. All summer rotation inbound instructors should plan on being at MAWTS-1 for duty no later than (NLT) July 15th. Exceptions must be approved by the MAWTS-1 CO.

14. MAWTS-1 Facilities. Building 406 sets the example for all personnel who visit the command or attend the WTI course. The physical appearance and cleanliness is strictly controlled. All personnel will ensure that every effort is made to maintain a very neat and professional looking facility (this includes department/division workspaces). It is the responsibility of department/division

heads to ensure the state of police in their respective spaces. Failure to do so will result in mandatory, department all-hands field day, supervised by the XO and Sergeant Major.

15. MAWTS-1 Instructor Training (MIT). The focus of the course shall be on orienting new MAWTS-1 instructor personnel to the mission, organization, and instructing considerations of MAWTS-1. To ensure these items are accomplished, the following guidelines apply:

- a. All newly assigned personnel will participate in MIT.
- b. Participation in MIT takes precedence over leave or TAD. If new material is being presented, Division Heads will ensure full participation by other instructors.
- c. Department Heads will ensure all newly assigned instructors have met the MIT policy requirements before assigning them classes and/or courseware.
- d. Part of the MIT is the orientation and training of new instructors in the conduct of Fleet Support. New instructors must be indoctrinated on training standards (briefing, flying, assessment, and debriefing), Course Catalog requirements/standards, and the standards/rules associated with conducting Fleet Support as a MAWTS-1 instructor prior to any Fleet Support trip.
- e. MIT will be presented once per year (in July, prior to Second Freeze) in order to meet the needs of our instructor base and our summer rotation schedule. If an instructor cannot make the MIT course, then every effort shall be made to send those instructors TAD to MAWTS-1 for the MIT.

16. Fleet Support. Fleet Support is second only to WTI, but it is also a critical component to producing a WTI. Other than the course itself, Fleet Support will be the priority for all instructors (except ADT&E) to the greatest extent possible. Instructors assigned to ADT&E must balance the needs for Fleet Support against the needs of on-going ADT&E projects, but they will fully participate in Fleet Support. In that regard, the following procedures are established:

- a. Only the CO can say no to an official Fleet Support request.
- b. All Fleet Support shall be requested by official message traffic.
- c. A Fleet Support message response will be sent to the requesting unit.
- d. Fleet Support will be conducted only during periods annotated in the Fleet Support Availability Message. Fleet Support or TAD will NOT be conducted during the WTI course, Commanders Course, Re-Black Course, Freeze or Hotwash weeks without prior approval from the CO. This includes Fleet Support in the local Yuma/El Centro area.
- e. Fleet Support to non-PCS (permanent) units located outside the continental United States must have prior permission from the CO (this includes units who are either on a deployment to Okinawa, Iwakuni, or similar location).
- f. Under normal circumstances, MAWTS-1 will not provide Fleet Support to MEU/CV or other forward deployed units involved in actual contingency operations. If this type of support is requested, prior permission must be obtained from the CO. In addition, the following guidelines apply:

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- (1) Requesting unit must be willing to pay all TAD/Travel costs.
- (2) Must be supportable from the Departments/Divisions.
- (3) Must not interfere with other Fleet Support.
- (4) Must have confirmed/scheduled return date.

g. All MAWTS-1 staff will submit a standard after action report to the CO within two working days of return from TAD. The report will include a detailed assessment of each certification conducted, unsat or below average exams, lectures, briefs, flights or debriefs, notes from meetings or conversations with operations officers, squadron or group commanders.

h. In the event of an unsat event during a Fleet Support trip, the instructor will notify the appropriate MAWTS-1 Department Head via phone (email as a backup) as soon as possible to allow this information to reach the MAWTS-1 CO in a timely manner.

i. In the event an instructor is involved in a mishap, flight violation or near mishap, notify the appropriate MAWTS-1 Department Head via phone (email as a backup) immediately to ensure the MAWTS-1 CO is properly informed.

j. All instructors shall schedule an inbrief and outbrief with the squadron and group commanders.

17. Travel Policies

a. Unless approved by the CO, no instructors are authorized TAD during the WTI Course, Commanders Course and Freeze or Hotwash weeks.

b. New instructors shall be accompanied by an experienced MAWTS-1 instructor during their first Fleet Support trip. An experienced instructor is someone who has completed a minimum of one WTI class as a MAWTS-1 instructor and has completed his sponsored Fleet Support trip. It is also highly recommended that a new instructor not be sent back to his previous unit/coast on his first unaccompanied Fleet Support trip.

c. BOQs/BEQs will be planned for and utilized to the maximum extent possible. Department Heads will ensure adequate prior planning is being conducted in order to utilize the BOQs.

d. For West Coast support, adhere to the MAWTS-1 vehicle policy. Government and rental vehicles are not to be used for personal business beyond staging at the instructor's residence for travel outside normal business hours and transportation to and from dining facilities and other government related business.

e. To the maximum extent possible, TAD requests will be submitted 14 days prior to the date of departure for that TAD trip. Failure to ensure the TAD orders are completed in a timely manner may result in the TAD trip being delayed or canceled. An instructor being TAD is no excuse for late requests. Each Department Head is responsible for a timely submission and planning.

g. Support requested from outside agencies to either support or represent them at meetings, conferences, working groups, etc. will only be supported if manpower and time allow such support. In addition, the agency requesting our support must provide TAD funding for the trip. Exceptions to this policy must be approved by the CO.

18. Foreign Students or Visitors

a. Absolutely no unauthorized foreign students are allowed to attend any portion of the WTI course.

b. Unauthorized foreign visitors are not allowed in Building 406 during the WTI course.

c. All authorized foreign visitors, excluding foreign WTI students, to Building 406 shall be escorted by MAWTS-1 personnel at all times while they are in the building. All hands must ensure that these visitors do not gain access to any classified material (unless pre-approved for Allied visitors) or SIPR computers.

d. Visiting or supporting aircrew (AWACS, etc.) must be notified of the security policy prior to their arrival.

19. WTI Student Evaluation. Departments/divisions sponsoring students will ensure that WTI Aircrew Training Forms (ATFs) or Unsatisfactory Performance Forms are completed on each student in accordance with reference (g) for each evolution/flight within 24 hours after the evolution/flight. The instructor will address (at a minimum) standards of performance for planning, briefing, execution, and debriefing. Additionally, mastery or non-mastery of the assigned learning objectives will be noted as well as any negative trends. These documents shall be available for the Department Head, OpsO, XO, then CO for review within 48 hours of sortie completion. These records will be maintained for a minimum of five years.

20. WTI Termination Policy. Department Heads will adhere to the guidelines of reference (g) when considering the conditions for discontinuation of any WTI student or support personnel.

21. WTI Course Catalog. MAWTS-1 is a center of higher learning and as such, is charged with the responsibility of teaching and training Marines in the art of weapons employment and tactics. We train the trainer. WTI graduates earn one of the following MOS's: 7577 (Naval Aviator, NFO), 7277 (C3), 0277 (Intelligence), 6177 (Crew Chief), 6877 (METOC), 8077 (Air Officer), and 7377 (UAS). Our academic and flight phases of training focus on that objective. Each department/division will accomplish the tenets of reference (i) to include the following:

a. Our academic and flight curricula will have specific learning objectives and performance standards for every academic period of instruction and flight evolution to be instructed and evaluated that all WTI students should master.

b. The learning objectives need to be specific, focused, achievable and measurable.

c. The learning objectives and requirements will be published in accordance with reference (i).

d. There will be a standardized examination process for testing and evaluating the WTI student during the course.

e. The exams will cover the material presented during the Generic, Common and Specific academic phases of instruction. The exams will employ multiple formats and will be designed to accurately assess mastery of academic requirements.

f. All scenario planning, briefing, execution, and debriefing should be focused on the assigned learning objectives.

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g. Upon completion of this graduate-level curriculum, each WTI will be capable of serving as a Subject Matter Expert (SME) in the following areas:

- (1) Training Management in accordance with the T&R.
- (2) Tactical employment in accordance with assigned T&R METL.
- (3) ACE planner in support of MAGTF and Joint tasking.

22. Safety/Risk Management

a. All Evolution Coordinator and Division Head assignments must be approved by the CO.

b. No changes to the WTI Planning Guide or WTI Planning Conference Results are authorized without the approval of the CO or OpsO.

c. All augment ASOs will be included in the initial ODO training.

d. Prior to the Third Freeze, Standard Conventional ordnance Loads (SCLs) and ordnance configurations will be developed and published for all ordnance delivery aircraft.

e. Prior to each WTI course, all planned weapons delivery profiles will be reviewed against the platform specific ANTPP and TACSOPs for compliance.

f. All SCLs and deliveries will be pre-approved and briefed to the CO prior to publishing the daily flight schedule.

g. Departments/divisions are responsible to ensure MAWTS-1 SOPs are in compliance with specific ANTPPs.

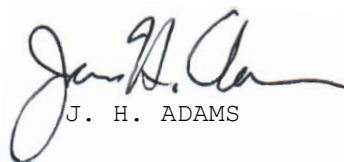
h. Division Heads will review all Aircraft Discrepancy Books (ADB) prior to the first fly day.

i. Division Heads will brief and emphasize optempo, crew day, and cumulative fatigue during the student in-briefs.

j. All augment and assigned ordnance personnel will be thoroughly briefed on lessons learned, elevated risk areas, and ordnance procedures for each class.

23. Administrative Responsibilities. Administrative duties, to include paperwork, make the machine work. A failure in this area can often have significant impact. For example, failing to complete a fitness report in time for a promotion board. Plan to be early for all deadlines. All correspondence must be in compliance with the Department of the Navy Correspondence Manual (SECNAV Manual 5216.5, March 2010). All correspondence not in compliance will be returned to the originator.

24. Bottom Line. This guidance is meant to help us do our jobs better. As we discover new issues or questions that are counter to the guidance in this document, route them to your Department Head, the Operations Officer, Executive Officer, and Commanding Officer for resolution.



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